MECHANICAL ENGINEERING DEPARTMENT
UNITED STATES NAVAL ACADEMY
ANNAPOLIS, MD 21402
17 February 2004

EM472 Progress Reviews

The purpose of the Progress Review is to formally bring the faculty and your peers up to date on the progress you have made on achieving your project objectives. For this presentation, you can assume that the audience is aquainted enough with your project that the background information about why you are doing the project can be skipped. (You might have those slides ready to address a question, but don't necessarily include them in your presentation.) The presentation should summarize the problem statement and technical objectives and then concentrate on presenting the technical progress your team has made towards realizing your objectives. Focus on the *results* of your calculations and design work. For example, do not include detailed MathCAD slides, but summarize the assumptions made in the analysis and present the results in the form bulleted slides or graphs. Document your progress to date and what is left to be accomplished. Revise your Gantt charts to reflect the actual status of your project and present plans for meeting your objectives. Clearly indicate if your objectives have evolved over the course of the semester

The presentation should address the following areas:

Problem Statement and Objectives

Technical Progress To Date

Plans to Complete Project

Program Management and Budget.

As you can see from the attached grade sheet, evidence of technical progress and a clear path to successful completion is at a premium this presentation.

Problem Statement and Objectives: This part of the presentation should include a concise statement of the problem to be solved. and the specific project objectives should be summarized. A bulleted list is often an effective way of quickly presenting this information. Make sure that your objectives are measureable (as much as possible).

Technical Progress and Plans: This is the main portion of the presentation and should describe the progress made towards realizing your objectives. Design detail is provided that shows the audience how each objective is being met. Do not present detailed calculations (you don't have the time for that) but be prepared to answer questions about the details and have supporting calculations ready if needed. Detail your plans for completing remaining design tasks and how you plan to demonstrate that the objectives are met.

Drawings, photos and sketches are very effective for communicating your concepts. Bullet slides are not nearly as effective here. Prototypes and scale models are very good ways to document your accomplishments.

Program Management: Do not waste time presenting a Gantt chart that the audience can't read. It is acceptable to have an up-to-date hard copy of the chart available for review. You may wish to summarize the critical path and identify any potential problems or delays.

Budget: A single slide that summarizes the project budget. These expenditures are broken into two categories:

USNA Dollars – the cost of goods and services obtained within USNA, but not actually costed to the project directly such as machine shop services, materials from the shop, consulting with faculty

Department Money – real costs incurred by the department for purchasing supplies for your project, travel costs to attend competitions, etc.

At this stage of the project the costs incurred to date are presented, as well as the projected cost to complete the project.

A few things to keep in mind:

- You only have 15 minutes of presentation time. Approximately two-thirds of the time should focus on the technical progress. Practice your presentation and make sure that you can make a complete and concise presentation of the technical information. Running over the alloted time will count against you.
- A computer with a floppy, 100MB Zip drive and a CD and PowerPoint will be available. You will not have internet access so you must bring your files to load onto the computer or you may bring your own laptop if you have one. Come prepared with vu-graphs in case the hardware fails or plan to use vu-graphs only.
- Keep special effects to a minimum. They are fun the first time around but quickly become distracting. Too often they don't work correctly when viewed on different hardware and detract from the quality of your presentation.

Everyone is required to watch and evaluate at least one other presentation. Make sure that you complete and submit an evaluation form and include your name for accountability.

Assoc. Prof. R.E. Link

EM472 MECHANICAL DESIGN

Progress Review Evaluation

PROBLEM STATEMENT / OBJECTIVES (10)

     Fair

     Good

     Excellent

TECHNICAL PROGRESS and PLANS (75)

     Fair

     Good

     Excellent

PROGRAM MANAGEMENT AND BUDGET (5)

     Fair

     Good

     Excellent

PRESENTATION QUALITY (10)

     Fair

     Good

     Excellent